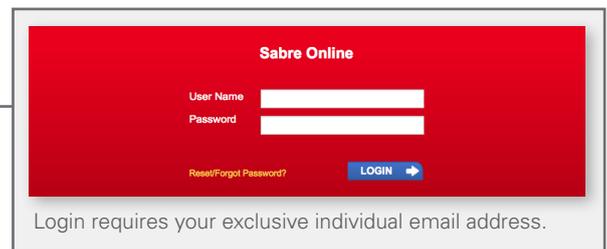




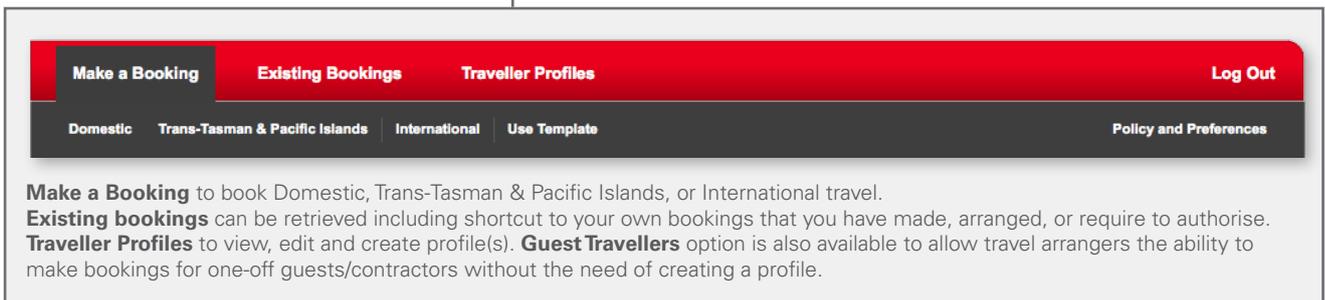
SABRE ONLINE HOW TO GUIDE

1 Login



Login requires your exclusive individual email address.

2 Main Menu



Make a Booking to book Domestic, Trans-Tasman & Pacific Islands, or International travel.
Existing bookings can be retrieved including shortcut to your own bookings that you have made, arranged, or require to authorise.
Traveller Profiles to view, edit and create profile(s). **Guest Travellers** option is also available to allow travel arrangers the ability to make bookings for one-off guests/contractors without the need of creating a profile.

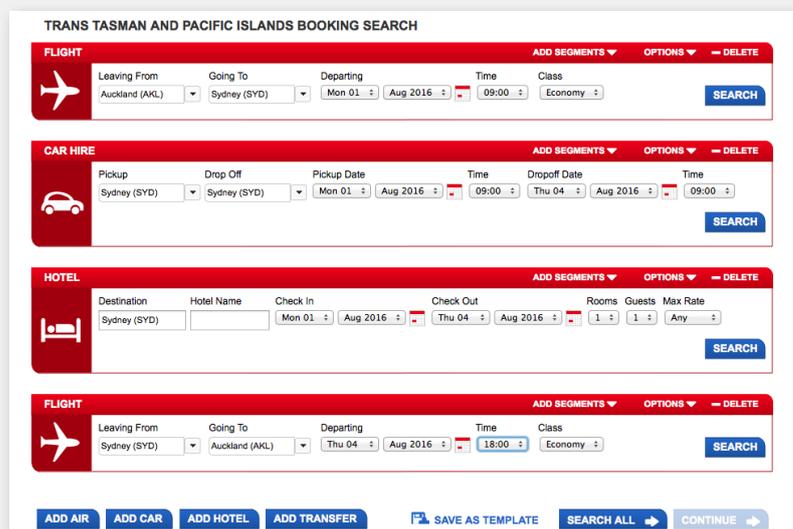
3 Make a booking

Itinerary build

Tip! Build your itinerary in date and time order.

Select **Options** to refine your search results including Non-Airport location for cars.

Save as template will create a shortcut to save time on booking regular trips.



Search to see available flights cars and hotels for your itinerary.

Best fare, Flight Selection

FLIGHT AUCKLAND - SYDNEY 01AUG							
Airline	Flight	Depart	Arrive	Duration	Stops	Fare per person	
Best Fare	NZ7901	08:00	09:40	3:40 hrs	0	seat + bag NZD 205.35 P	
	NZ101	07:00	08:35	3:35 hrs	0	seat + bag NZD298.35 X	
	Select the reason for not choosing the best fare offered: <input type="text" value="COMPANY POLICY"/>						
	NZ7901	08:00	09:40	3:40 hrs	0	seat + bag NZD205.35 P	
	NZ103	09:00	10:35	3:35 hrs	0	Works Flexi NZD563.35 Q	

The **Best Fare** is highlighted to show you the cheapest fare for the time chosen. If applicable, select the reason for not choosing best fare.

Corporate fares are included. Review fare conditions from the Show fare rules link.

A policy symbol indicates rates are either non-preferred or out of policy.

Hotel Selection

Select Hotel room images and Google Map to assist with location choice. Sort response by price, preferences or by name.

HOTEL SYDNEY 01AUG-04AUG (3 NIGHTS)				
Sort Results By:	Preference			
	NOVOTEL SYDNEY DARLING HARBOUR 100 MURRAY STREET PYRMONT AU 2009	0.00 - 0.00*		
	BW PLUS HOTEL STELLAR 4 WENTWORTH AVENUE SYDNEY NSW 2000	213.83 - 287.56*		
	PARK HYATT SYDNEY 7 HICKSON RD THE ROCKS SYDNEY AU 2000	1106.78 - 8533.26*		

Select room rate to continue with your booking.

SENIOR RATE - AGE 60 AND OVER STANDARD ROOM 2 DOUBLE BEDS PYRMONT VIEW If cancelled or modified up to 14 days before the date of arrival, no fee will be charged. If cancelled or modified later or in case of no-show, 100 percent of the first night will be charged.	
ADVANCE SAVER STANDARD ROOM 1 QUEEN BED PYRMONT VIEW Please note, if cancelled, modified or in case of no-show, the total price of the reservation will be charged. Deposit required	

Competitive deals including corporate rates will display. Options for non-refundable specials and booking.com for regional locations.

Car Selection

Personal, company and agency rates display. Select CD for company deals.

CAR HIRE SYDNEY 01AUG-04AUG (3 DAYS)					
Vendor	Pickup	Drop Off	Vehicle	Discount / Membership	Total*
	Airport	Airport	Premium_Car (Aircor) Automatic	PM	246.10*
	Airport	Airport	Compact_Car (Aircor) Automatic	CD	253.23*
	Airport	Airport	Compact_Car (Aircor) Automatic	PM	257.96*
	Airport	Airport	Compact_Car (Aircor) Automatic	CD	257.96*
	Airport	Airport	Full Size_Equi_Wheel DT (Aircor) Automatic	AD	263.25*
	Airport	Airport	Intermediate_Car (Aircor) Automatic	PM	276.88*

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Itinerary so far...

TIME/PLACE	TIME/PLACE	PROVIDER	DETAILS	OTHER INFORMATION
7:00 AM Mon 01 Aug Auckland (AKL)	8:35 AM Mon 01 Aug Sydney (SYD)	Air New Zealand	Flight: NZ101 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand	Per person: NZD 298.35 Non Stop Duration: 3:35 Equipment: 763 Show Fare Rules
seat + bag includes: 1 carry-on bag (up to 7kg) 1 checked bag (up to 23kg) tea, coffee and water. Entertainment: TV, games, music via back on seat on NZ operated flights. DigEPlayers can be hired onboard VA operated flights (subject to availability).				
9:00 AM Mon 01 Aug Sydney (SYD)	9:00 AM Thu 04 Aug Sydney (SYD)	Hertz	Compact Car Auto / Air Con. Show Car Makes	Approx. Total: NZD 299.77 Other charges may apply Show Rate Rules
Choose your charge option: <input type="text" value="Pay Direct"/>				
Service Information To Hertz: <input type="text"/>				
Mon 01 Aug Sydney (SYD)	Thu 04 Aug Sydney (SYD)	Accor Hotels	Novotel Sydney Darling Harbour 100 Murray Street Pyrmont Au 2009	Room rate: AUD 279.00* Duration: 3 Nights No. of rooms: 1 Flexible Rate
Cancellation Policy: If cancelled or modified up to 1 day before the date of arrival, no fee will be charged. If cancelled or modified later or in case of no-show, 100 percent of the first night will be charged.				
Choose your charge option: <input type="text" value="Charge back Agency"/>				
Service Information To Novotel Sydney Darling Harbour: <input type="text" value="non smoking room"/>				
3:50 PM Thu 04 Aug Sydney (SYD)	8:55 PM Thu 04 Aug Auckland (AKL)	Air New Zealand	Flight: NZ118 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand	Per person: NZD 364.00 Non Stop Duration: 3:05 Equipment: 320 Show Fare Rules
seat + bag includes: 1 carry-on bag (up to 7kg) 1 checked bag (up to 23kg) tea, coffee and water. Entertainment: TV, games, music via back on seat on NZ operated flights. DigEPlayers can be hired onboard VA operated flights (subject to availability).				

Select memberships if applicable.

COST CENTRE GROUP LABEL **REASON FOR TRAVEL**

Company References:
 Please enter the Booking Reference for this booking:
 Please enter the Project Code for this booking:
 Add department charge number or employee number:

AIRLINE MEMBERSHIPS
 Ms Zaida Intellell

HOTEL MEMBERSHIPS
 Ms Zaida Intellell

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Finalise your booking

TIME/PLACE	TIME/PLACE	PROVIDER	DETAILS	OTHER INFORMATION
7:00 AM Mon 01 Aug Auckland (AKL)	8:35 AM Mon 01 Aug Sydney (SYD)	Air New Zealand	Flight: NZ101 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand	Non Stop Duration: 3:35 Equipment: 763 Show Fare Rules
seat + bag includes: 1 carry-on bag (up to 7kg) 1 checked bag (up to 23kg) tea, coffee and water. Entertainment: TV, games, music via back on seat on NZ operated flights. DigEPlayers can be hired onboard VA operated flights (subject to availability).				
9:00 AM Mon 01 Aug Sydney (SYD)	9:00 AM Thu 04 Aug Sydney (SYD)	Hertz	Compact Car Auto / Air Con. Show Car Makes	Approx. Total: NZD 299.77 Other charges may apply Show Rate Rules
Choose your charge option: <input type="text" value="Pay Direct"/>				
Service Information To Hertz: <input type="text"/>				
Mon 01 Aug Sydney (SYD)	Thu 04 Aug Sydney (SYD)	Accor Hotels	Novotel Sydney Darling Harbour 100 Murray Street Pyrmont Au 2009	Room rate: AUD 279.00* Duration: 3 Nights No. of rooms: 1 Flexible Rate
Cancellation Policy: If cancelled or modified up to 1 day before the date of arrival, no fee will be charged. If cancelled or modified later or in case of no-show, 100 percent of the first night will be charged.				
Choose your charge option: <input type="text" value="Charge back Agency"/>				
Service Information To Novotel Sydney Darling Harbour: <input type="text" value="non smoking room"/>				
3:50 PM Thu 04 Aug Sydney (SYD)	8:55 PM Thu 04 Aug Auckland (AKL)	Air New Zealand	Flight: NZ118 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand	Non Stop Duration: 3:05 Equipment: 320 Show Fare Rules
seat + bag includes: 1 carry-on bag (up to 7kg) 1 checked bag (up to 23kg) tea, coffee and water. Entertainment: TV, games, music via back on seat on NZ operated flights. DigEPlayers can be hired onboard VA operated flights (subject to availability).				

AIRLINE SEATS **NZ101 NZ118** **HIDE SEATS** **FARE DETAILS**

Flight 1 of 2

1 AIR NEW ZEALAND 101 Auckland (AKL) to Sydney (SYD) 3 hr 35 mins Aircraft: 763 Class: Economy

PASSENGERS

LEDE

Seating Preference:

Some seats may incur an additional charge of NZD10.00 to NZD30.00 (orange). Hover over each seat to see the cost.

Front of Aircraft

A	B	C	D	E	F	G	H	J	K
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

FARE DETAILS

Base Fare:	NZD 450.00
Taxes and Fees:	NZD 207.15
Amount / Adult:	NZD 657.15
Charges (eg CC Fee):	NZD 150.00
Service Fees:	NZD 30.00
Seat Charges:	NZD 30.00
Total:	NZD 837.15

The cost of seating for Air New Zealand may reduce dependent on the fare type and seat type selected. The costs will be validated after the air ticket is issued.

Seat Request: If your frequent flyer status does not entitle you to a complimentary seat, a message will display at booking completion to verify the charge.

Select your preferred seats via graphical seat map. Additional charges may apply.

PAYMENT OPTIONS

Flights: NZ101 NZ118

Use company invoice account (or) Use credit card

HOTEL ROOM GUARANTEE/PRE-PAYMENT

SPECIAL REQUESTS **HIDE SPECIAL REQUEST**

Please enter your Special Request details for your agency to action:

AUTHORISER **CONFIRMATION**

Select travel authoriser(s): I accept flights and fare conditions.
 I agree that the chosen credit card(s) will be debited for the selected Flight tickets.
 I accept the Hotel and room rate conditions.
 I accept the Car rate conditions.
 I agree that I understand my obligations for obtaining all travel documents and for complying with all laws, regulations, orders and requirements of the country of travel, this includes visa requirements and a valid passport.

Payment Options including secure card information.

Special Request Remarks to message your consultant for additional travel arrangements.

Select Authoriser if applicable and confirm that you accept the conditions.

Place booking On Hold or Book to finalise your booking.

Confirmation and Documents

AUTHORISATION PENDING CONFIRMATION BOOKING NUMBER: 13926

Your booking has been submitted to the selected authoriser(s) to be approved before 26 Jan 2015 16:49 Pacific/Auckland

[VIEW PRINTABLE ITINERARY](#) [VIEW PRINTABLE CLIENT STATEMENT](#)

PASSENGER DETAILS

Passenger Name: Intellekt/Zaida Ms
 Date Booked: 25JAN15
 Booked By: Intellekt/Zaida Ms
 Status: QUOTE
 Authorisation: AWAITING APPROVAL

TIME/PLACE	TIME/PLACE	PROVIDER	DETAILS	OTHER INFORMATION
7:00 AM Mon 01 Aug Auckland (AKL)	8:35 AM Mon 01 Aug Sydney (SYD)	Air New Zealand	Flight: NZ101 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand Airline Ref: TP,QLH Sabre Ref: HPXMSJ	Non Stop Duration: 3:35 Equipment: 743 Seat: 15A Show Fare Rules
8:00 AM Mon 01 Aug Sydney (SYD)	Thu 04 Aug Sydney (SYD)	Hertz	Compact Car Audi Air Con Conf. Nbr: G6238784F6	Approx. Total: NZD 366.93 Other charges may apply Show Rate Rules
Mon 01 Aug Sydney (SYD)	Thu 04 Aug Sydney (SYD)	Accor Hotels	Novotel Sydney Darling 100 Murray Street Pymont AU 2009 Name: HPXMSJ Conf. Nbr: 1181GH0504	Room rate: AUD 279.00* Duration: 3 nights No. of rooms: 1 Flexible Rate Show Rate Rules
3:30 PM Thu 04 Aug Sydney (SYD)	8:55 PM Thu 04 Aug Auckland (AKL)	Air New Zealand	Flight: NZ118 Class: Economy (X) Fare: seat + bag Operated by: Air New Zealand Airline Ref: TP,QLH Sabre Ref: HPXMSJ	Non Stop Duration: 3:55 Equipment: 320 Show Fare Rules

FARE DETAILS

Base Fare:	NZD	450.00
Taxes and Fees:	NZD	207.15
Amount / Adult:	NZD	657.15
Charges (eg CC Fee):		
Service Fees:	NZD	150.00
Seat Charges:	NZD	30.00
Total:	NZD	837.15

BOOKING REFERENCES

Project Code: ABC111
 Sabre Ref: HPXMSJ

SPECIAL REQUEST REMARKS

ADDITIONAL INFORMATION

Reason for travel: CLIENT - Client Meeting

[CLONE BOOKING](#)

Once your booking is created a confirmation of travel arrangements including fare costs and booking reference will be displayed. Email(s) will also be sent confirming the travel arrangements.

Select **View Printable Itinerary** to view and print or email your itinerary.

Select **View Printable Client Statement** to view itinerary including all associated costs.

Clone booking shortcut to book additional travellers on the same trip for a colleague on the same policy.

Retrieve Existing Booking

Existing Bookings **Traveller Profiles** [Log Out](#)

[Search All](#) [My Bookings](#) [Bookings I Arranged](#) [Bookings to Authorise](#) Booking Number: [Policy and Preferences](#)

EXISTING BOOKINGS

SEARCH OPTIONS

Booking Number: [RESET](#) [SUBMIT](#)

Who: Dept. Date: Book Date: Status:

Traveller: From: To: Booking:

Arranger: To: To: Authorise:

Authoriser:

SEARCH RESULTS

Show entries

Id	Name	Destination	Dep.	Arr.	Status	Authorise	Ordered	Booked By
000009863	Zona Tripp	MEL (Melbourne)	21JUL15	21JUL15	FUTURE	APPROVED	21MAY15	Pollard/Rita Ms
000009843	Dave BURTON	BYD (Sydney)	08AUG15	07AUG15	FUTURE	APPROVED	08MAR15	Pollard/Rita Ms
000009816	Zona Tripp	BNE (Brisbane)	08AUG15	09AUG15	FUTURE	ON HOLD	08JUL15	Pollard/Rita Ms
000009845	Zona Tripp	MEL (Melbourne)	13AUG15	14AUG15	FUTURE	APPROVED	13JAN15	Pollard/Rita Ms
000009868	Dave BURTON	MEL (Melbourne)	07SEP15	09SEP15	FUTURE	APPROVED	17MAR15	Pollard/Rita Ms
000009212	Ziggy Tripp	PER (Perth)	11OCT15	21NOV15	FUTURE		04JUN15	Pollard/Rita Ms
000009860	Zoe Tripp	AKL (Auckland)	12OCT15	14OCT15	FUTURE	APPROVED	12MAR15	Pollard/Rita Ms
000009861	Zoe Tripp	LAX (Los Angeles)	12OCT15	13OCT15	FUTURE	APPROVED	12MAR15	Pollard/Rita Ms
000009870	Ziggy Tripp	BNE (Brisbane)	18OCT15	18OCT15	FUTURE	APPROVED	18MAR15	Pollard/Rita Ms
000009812	Dave BURTON	SYD (Sydney)	21OCT15	23OCT15	FUTURE	APPROVED	21APR15	Pollard/Rita Ms

Showing 1 to 10 of 17 entries

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

To send message to cancel booking.

To send message to your consultant to modify booking.

To view or print itinerary.